

DATE

MEMORANDUM

From: (HEAD OF COMMAND)

To: (APPOINTED CERA REPRESENTATIVE)

Subj: APPOINTMENT OF CIVILIAN EMPLOYEE RECREATION ASSOCIATION
REPRESENTATIVE

Ref: (a) BUPERSINST 12990.1
(b) NAVSUPPACTWASHINST 4061.10D
(c) NAVSUPPACTWASHINST 4061.3A

1. You are appointed as our representative and fund custodian for the Civilian Employee Recreation Association (CERA). Prior to performing the function of fund custodian you are directed to thoroughly familiarize yourself with the instructions and procedures contained in references (a), (b), and (c).
2. You will indicate your acceptance of the position by First Endorsement of this letter. By accepting, you agree to hold yourself accountable to the Government of the United States, for all public funds received and expended. This appointment may be revoked at any time.
3. A signed copy of this endorsement will be maintained in the CERA permanent files for a period not less than one year after you cease to serve.